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ADMINISTRATIVE SERVICE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Office

DATE:

FROM : Chief, Administrative Service

SUBJECT: Disposition of Field Establishment Semi-Active & Inactive Records

1. The attached message for your files concerns the transfer of the older records material from the files of a field establishment to Washington for storage. Such material is now probably being stored with the OSS archives material maintained by SO/PC. In my opinion, however, the present disposition procedures for inactive and semi-active records to be stored for field establishments should be reconsidered.

2. Under a strong centrally administered Records Management Program, it is probable that disposition schedules can be established to provide for destruction of a considerable part of the inactive records in field establishments without shipping them to Washington for storage. However, the initial step would be to send all the material to the Agency Records Center for survey by Records Analysts and development of the standards for determining the types of material to be destroyed in the field; to be stored in Washington for a fixed period; and to be stored permanently in Washington,

3. Operation of the Agency Records Center is a Records Management function assigned to Administrative Service in accordance with Regulation [redacted]. We have taken no previous action with respect to the storage of field establishment material because of the limited staff and facilities of our Records Management and Distribution Branch. However, we are now undertaking a broad Records Management Program. Our Records Center facilities were recently expanded and considerable further expansion is anticipated in the near future. Also, our staff of Records Analysts is being increased. It is, therefore, recommended that the records of field establishments be processed and stored by the Records Management and Distribution Branch of Administrative Service.

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Attachment: 1

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cc: 1 - addressee

2 - signee

2 - Rec Mgt Br

*Stay-back copy*